

TIME LIMITED-NON BENEFITTED POSITION

Utah County Department of Drug and Alcohol Prevention and Treatment has the following position available:

Office Specialist

Must be available to work: Mon-Thurs 10:00am-1:00pm
Flexible for other days if needed

Pay: \$10.00 per hour

Primary function may include:

Receives, screens, and directs incoming phone calls; assists customers by providing information and directing them in correct processes; provides initial response to questions, complaints, or problems following established guidelines.

Performs a variety of computer skills related to scheduling and monitoring paper work related to substance abuse evaluations and screenings.

Performs various cashiering duties; prepares and issues certificates or receipts for funds collected; performs daily balance of deposits for fees collected against receipts, runs tapes on checks and cash.

Types letters, statements, narrative, and statistical reports, minutes, agendas, and other documents as required; prepares correspondence and recurring reports for signature.

Processes, scan, incoming and outgoing documentation and reports.

Updates data records including business changes, establishes and maintains a variety of files; monitors progress and completion of actions.

Successful candidate will have the following:

Working knowledge of: Standard office practices; proper grammar, spelling, and punctuation.

Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets.

Ability to: Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions.

Successful candidate will have the following:

High school diploma or equivalent and one (1) year of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Typing speed at the rate of 40 WPM net.

Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Selected applicants will be subject to a background check.

If you are interested in this job:

please email a completed Utah County Job Application to
pjmaughan@utahcounty.gov or fax to (801) 851-7198